

POSITION: Special Education Teacher

RESPONSIBLE TO: Executive Director

WORK SCHEDULE: 200 days

DESCRIPTION SUMMARY:

The Special Education Teacher teaches identified students by utilizing curriculum material adopted by the school as well as appropriate supplemental and teacher-made materials. Develops appropriate lesson plans that accommodate the range of learning styles and specialized needs of students in the classroom. The Special Education Teacher creates a learning environment that encourages positive social interaction, active engagement, and self-motivation. Actively participates in school improvement activities, curriculum development and collaboration. Maintains all appropriate forms, Individual Education Programs (IEP's), and records mandated by regulation and school policy. Documents progress on academic and social-emotional goals and objectives.

This position requires a self-motivated, team-oriented individual with strong attention to detail, excellent organizational skills, and solid technology communication skills. Most importantly, this individual must possess and demonstrate a **WHATEVER IT TAKES** attitude to organizational excellence. This individual must truly enjoy working with students, families, school staff, and the Wyatt community.

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year institution. Master's Degree preferred.
2. **MUST** hold a current, valid Colorado teaching license with appropriate Special Education endorsements.
3. Experience in charter school and Early College programs preferred.
4. Proficient in use of technology.
5. Must successfully pass reference checks, background checks and/or licensure verification.
6. Proficient in problem-solving and communication.
7. Demonstrated ability to exercise a high level of tact and discretion in both internal and external interactions. Ability to motivate a team and work as a team member. Ability to create and maintain good working relationships with a variety of internal and external constituents.

Approved	Reviewed	Revised / Effective January 1, 2021
----------	----------	--

JOB DUTIES:

1. Provides an educational program for students as defined in the students Individualized Education Program (I.E.P.).
2. Works cooperatively with regular classroom teachers, interpreting the abilities and disabilities of these students, assisting in classroom intervention strategies, modifying general education curricular as necessary, and assisting the student with regular class assignments.
3. Communicates regularly with parents and professional staff regarding the educational, social, and personal needs of students.
4. Assists the special education student in making an assessment of his/her abilities and in establishing educational and vocational occupational goals in keeping with these abilities.
5. Administers and interprets standardized and informal assessment instruments.
6. Demonstrates various teaching techniques that address the multiple intelligences and learning styles.
7. Evaluates the success of lessons by determining how students transfer and apply their knowledge base to new information. Utilizes assessment instruments and procedures.
8. Uses assessment data to diagnose student needs and plans appropriate instruction.
9. Implements testing procedures in accordance with school policies and state guidelines.
10. Uses current technology for instruction, assessment, and instructional management.
11. Applies curriculum integration. Provides learning opportunities that support their development.
12. Anticipates needs and demonstrates efficiency and organization when transitioning from one activity to another.
13. Facilitates the development of classroom rules, which establish and maintain a safe and secure environment that is conducive to learning.
14. Handles student-related problems and shows evidence of seeking supportive help.

15. Communicates with the Director of Academics, support staff, or parent when necessary.
16. Utilizes strategies for classroom management that emphasize working relationships and cooperation and encourages students to resolve disagreements using problem-solving strategies.
17. Creates a learning environment that encourages social interaction, active engagement, and self-motivation.
18. Evaluates each student's progress and accurately reports and records such progress.
19. Maintains a record of student attendance in order to provide appropriately for students who may be absent.
20. Completes all required paperwork, including achievement testing, reporting, and school progress reports for clinical meetings.
21. Maintains all appropriate special education forms, Individual Education Programs (IEP's), and records mandated by regulation and school.
Documents progress on academic and social-emotional goals and objectives in classroom file.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks.

STATEMENT OF UNDERSTANDING

I have read and understand this position description and agree to fulfill the duties and responsibilities contained herein. I also understand that this job description may be modified at any time in the interest of enhanced and/or more efficient operations of Wyatt Academy.

Employee Name Printed

Employee Signature

Date